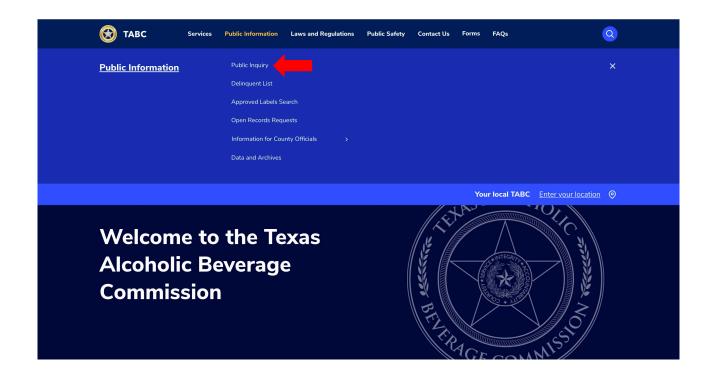
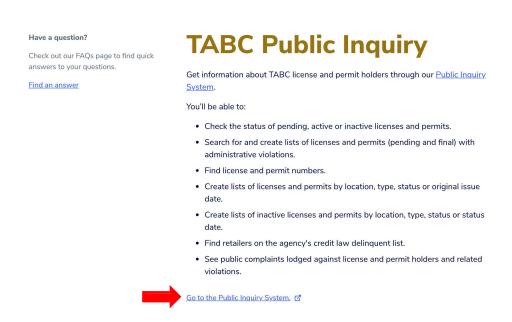
## **TABC: ONLINE LIST OF LICENSES AND/OR PERMITS**

To obtain a list of licenses and/or permits, select **Public Inquiry** from accessing our website at http://www.tabc.texas.gov.



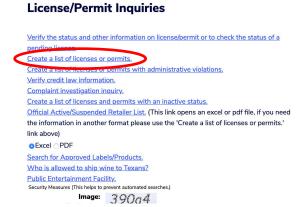


The following steps are provided to assist you through this process.

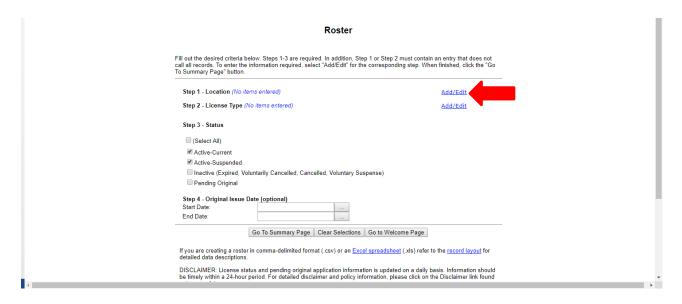
1. Click the *Create a list of licenses or permits* link. (second option under License/Permit Inquiries).



## **Public Inquiry System**



2. You will be taken to the "Roster" page where you will be prompted to enter "Location" (Step 1). Click the *Add/Edit* link.



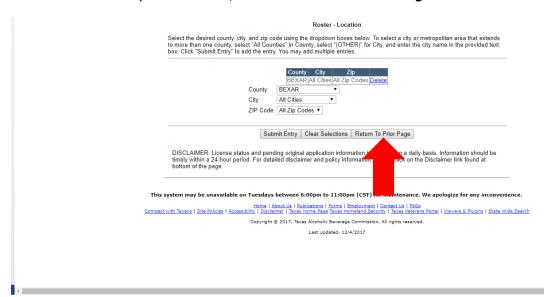
3. From here you will select the County, City or ZIP Code that you wish to search from their respective drop down menus (or you can select "All Counties", "All Cities" and "All ZIP Codes" or any combination of these selections).

Roster - Location
Select the desired county, city, and zip code using the dropdown boxes below. To select a city or metropolitan area that extends to more than one county, select "All Counties" in Counties ("OTHER)" for City, and enter the city name in the provided text box. Click "Submit Entry" to add the entry to may add meeting entries.
County: All Counties  City: All Cities   ZIP Code: All Zip Codes
Submit Entry   Clear Selections   Return To Prior Page
DISCLAIMER: License status and pending original application information is updated on a daily basis. Information should be timely within a 24-hour period. For detailed disclaimer and policy information, please click on the Disclaimer link found at bottom of the page.
This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience.
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Last Updated: 12/4/2017

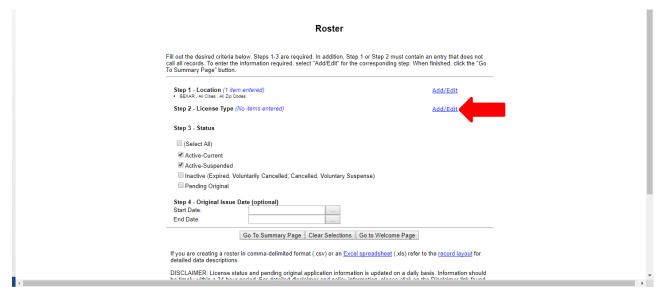
4. Next, click the *Submit Entry* button and you will see the information populate above the selection menus. If you wish to add to or edit your search criteria, follow Step 1 again, making sure that you click *Submit Entry* after each new search criteria request.

Roster - Location	
Select the desired county, city, and zip code using the dropdown boxes below. To select a city or metropolitan area that extends to more than one county, select "All Counties" in County, select "(OTHER)" for City, and enter the city name in the provided text box. Citck. "Submit Entry" to add the entry. You may add multiple entries.	
County: City Zip   BEXAR All Cities All Zip Codes   Delete   County: BEXAR  All Cities   Today     City:   All Cities   Today     ZIP Code:   All Zip Codes     ZIP Co	
Submit Entry Clear Selections Return To Prior Page	
DISCLAIMER: License status and a timely within a 24-hour period. For ce bottom of the page.	
This system may be unavailable on Tuesday een 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience.	
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Last Updated: 12/4/2017	

5. If satisfied with your selection, click the *Return To Prior Page* button.



6. Next, you will be prompted to enter a "License Type" (Step 2). Again select the *Add/Edit* button and make your selection by "Class" of License/Permit.



7. You can select specific classes, or you can request all classes. A link for licensing descriptions is on this webpage if you are not sure of the class/type needed. Be sure to click on the *Submit Entry* button once you select the license class category, then click the *Return To Prior Page* button to finish your selection(s).

Roster - License Type  Select the desired class below to retrieve the corresponding license types, then choose the license types needed. If "All Classes" is selected, no license types will appear. Click "Submit Entry" to add the entry.  You can find more information concerning licensing descriptions here.	
Class: License:  All Classes Retailers Wholesalers/Manufacturers Miscellaneous	
Submit Entry Clear Selections Return To Prior Page	
DISCLAIMER: License status and be directly within a 24-hour period. The production of the page.  This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconve	
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	<b>▼</b>

8. Next, you will be prompted to enter a "Status" (Step 3). This is where you can identify a license/permit status as "Active-Current", "Active-Suspended", "Inactive", "Pending Original" – or you may choose "Select All". You can modify these selections in any way that you wish.

Roster		
Fill out the desired criteria below. Steps 1-3 are required. In addition, Step 1 or Step 2 must contain an entry that does not call all records. To enter the information required, select "Add/Edit" for the corresponding step. When finished, click the "Go To Summary Page" button.		
Step 1 - Location (1 item entered)  BEXAR, All Cless, All Zip Codes  Add/Edit		
Step 2 - License Type (1 item entered)  • All Classes - All Licenses		
Step 3 - Status  ☐ (Select All)  ☑ Active-Current ☑ Active-Suspended ☐ Inactive (Expired, Voluntarily Cancelled, Voluntary Suspense) ☐ Pending Original		
Step 4 - Originar Issue Suit (1, planel) Start Date: End Date:  Go To Summary Page Clear Selections Go to Welcome Page		
If you are creating a roster in comma-delimited format (.csv) or an <u>Excel spreadsheet</u> (.xls) refer to the <u>record layout</u> for detailed data descriptions.  DISCI AIMFR: I icense status and pending original application information is updated on a daily basis. Information should		

9. "Original Issue Date" (Step 4) is <u>optional</u> but, if known, you can enter a date range that would identify when the licenses/permits were originally issued or requested. Leave these fields blank if you wish to see <u>all</u> records that match your search criteria.

Roster				
Fill out the desired criteria below. Steps 1-3 are required. In addition, Step call all records. To enter the information required, select "Add/Edit" for the To Summary Page" button.	1 or Step 2 must contain an entry that does not corresponding step. When finished, click the "Go			
Step 1 - Location (1 item entered) - BEXAR , All Cities , All Zip Codes	Add/Edit			
Step 2 - License Type (1 item entered)  • All Classes - All Licenses	Add/Edit			
Step 3 - Status				
(Select All)				
✓ Active-Current				
Active-Suspended				
Inactive (Expired, Voluntarily Cancelled, Cancelled, Voluntary Susp	pense)			
Pending Original				
Step 4 - Original Issue Date (optional)				
Start Date: End Date:				
End Date:				
Go To Summary Page Stear Selections	Go to Welcome Page			
If you are creating a roster in comma-delimited format (.csv) or an Excel detailed data descriptions.	spreadsheet (.xls) refer to the record layout for			
DISCLAIMER: License status and pending original application information	on is undated on a daily basis. Information should			

10. Once the first three steps (and the <u>optional</u> Step 4) are completed, click the **Go To Summary Page** button.



11. The "Roster-Summary" page will allow you to review the summary of the search criteria you selected. You may then select "Output Type" preference for your report format. Once the "Output Type" is selected, click the *Submit Query* button. Your report will then be processed and the results will be downloaded in the format you chose.

